



Communications/Electronics Senior Specialist

Department: General Services

EEO Code: 23

Class Code: 3157

FLSA: N

Effective: 01/05/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty in diagnosing and repairing 800 MHz type mobile and portable equipment and in maintaining, repairing and system level setting conventional base station equipment; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only):

Repairs and maintains 800 MHz trunked mobile and portable equipment; assists in maintenance and repair of conventional portables and pagers; tests electronic components and circuits to locate defects, using oscilloscopes, signal generators, ammeters and voltmeters; replaces defective components and wiring and adjusts and calibrates equipment according to specifications; maintains records of repairs, calibrations, and tests; maintains and repairs all conventional field equipment such as base stations, repeaters, satellite receivers, combiners, and multicouplers; assists the System Analyst with 800 MHz trunked level setting and system troubleshooting when necessary; performs preventive maintenance on conventional field equipment; completes special customer requested modifications to conventional systems as assigned by supervisor; reviews work orders; completes job tickets; documents system modifications and new system installation; programs equipment; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the methods, materials, tools and practices involving modern electronic equipment; good knowledge of microprocessor electronics; good knowledge of FCC operational requirements.

Working skill in interpreting and applying FCC rules and regulations; considerable skill in installing, operating, repairing and maintaining electronics equipment and 2-way FM communication devices; considerable skill in operating and maintaining electronic testing devices.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma with three years experience in the repair, maintenance and installation of communications equipment; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Valid vehicle operator's license.

Federal Communications Commission license.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
